



# HOLBROOK PUBLIC LIBRARY

2 Plymouth Street  
Holbrook, Massachusetts 02343  
(781) 767-3644 • Fax (781) 767-5721

## Youth Services Librarian/Assistant Director, Holbrook Public Library

The Holbrook Public Library is seeking an enthusiastic candidate for the position of Youth Services Librarian/Assistant Director. The position is based upon 40 hours per week including up to two evenings and every Saturday. It is an individual contract with the Holbrook Public Library Board of Trustees. AA/EOE

- a. Primary responsibility is the management of all areas of the Youth Services Department, including programming, collection development, acquisitions, and public relations.
- b. Provides assistance to patrons in selection of materials and reference information in all areas.
- c. Assists and instructs patrons with use of technology.
- d. Supervises all professional, support and volunteer staff in the absence of the Library Director.
- f. Provides instruction in library skills for staff and library users.
- g. Under the supervision of the Library Director, is responsible for planning, organizing, operating and managing technology driven resources and the automated network system.
- i. Maintains library website and other related sites and social media accounts.
- j. Assists Library Director with long-range planning, financial management, budget preparation, collective bargaining agreement issues, and development of recommendations for library policies and procedures.
- k. Works on cooperative ventures with town-wide groups, keeps informed on trends in the literature and role of department services, takes active role in professional groups and attends workshops and conferences.
- l. Directs the development, repair and maintenance of the library building and grounds in the absence of the Library Director.
- m. In the absence of the Library Director, performs his/her duties as necessary to maintain normal Library operations.
- n. Attends meetings of the Library Board of Trustees when requested to attend.
- o. Performs other related duties as assigned by the Director.

### Qualifications

Candidate must have at least 2 years professional supervisory library experience; must hold an MLS degree from an accredited institution; must have working knowledge of Children's and Teen literature; excellent computer skills including library digital services (Overdrive, Hoopla); willing to work with community groups and organizations to increase the exposure of the library in the community.

**Salary** Starting \$51,516.48

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HOLBROOK

### How to Apply

Please send a cover letter, resume, and three professional references electronically to:  
Donald Colon, Library Director [dcolon@ocln.org](mailto:dcolon@ocln.org) Please no phone calls.

**Closing Date** 10/15/18 or until filled